

S-E-C-R-E-T

OFFICE OF PERSONNEL MEMORANDUM NO.

25X1A

SUBJECT: Detailed Civilian Personnel

REFERENCE: Subparagraphs c and d of HR [REDACTED] Personnel Detailed to or from the Agency, dated 26 April 1963.

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RESCISSION: [REDACTED]

1. GENERAL

This memorandum prescribes the procedures for the administration of civilian personnel detailed to the Agency from other Federal establishments (Details In) and Agency civilian personnel who are formally detailed for extended service to other Federal organizations (Details Out). These procedures are designed to carry out the responsibilities of the Director of Personnel as contained in referenced regulation for procurement of Details In and for liaison activities with other Government agencies and coordination within the Agency to effect both Details In and Details Out.

2. RESPONSIBILITIES

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a. [REDACTED]

~~Personnel~~ possesses the requisite qualifications and experience to carry out the proposed assignment. ~~These Details Out~~ The Chief, Placement Division will also ensure that Operating Officials who will supervise the individual (Detail In) are made cognizant of their responsibility to meet all administrative requirements set forth in the agreement effecting the detail.

b. The [REDACTED] Chief, Transactions and Records Branch is responsible for the liaison with other Federal organizations and preparation of written agreements for both Details In and Out. He will also ensure coordination within the Agency in effecting details. He will prepare all official correspondence and annual and semiannual reports and maintain appropriate statistical records and files regarding civilian details.

3. PROCEDURES

a. Details In

- (1) Requests from Operating Officials or Heads of Career Services for Details In shall be routed initially to the [REDACTED]

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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The Chief, Placement Division for approval. The request will normally be in the form of a completed Form 1152, Request for Personnel Action, accomplished as provided in HMB and accompanied by a memorandum of justification. The Chief, Placement Division will determine whether the proposed action is in accord with current administrative policies.

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(2) Upon approval of the request for a detail, the Chief, Transactions and Records Branch, will negotiate with the appropriate Government organization and formalize the necessary agreement to effect the detail. Examples of typical items contained in such agreements are: general nature of assignment and duration of detail; category, whether reimbursable or non-reimbursable, including any special financial arrangements the case may warrant; requirements regarding Fitness Reports or similar job performance data; any permissive features regarding the use of the detail on other assignments such as TDY trips or overseas tours; arrangements to follow in regard to terminating or extending the detail. Specific aspects of the agreement will be fully coordinated with the Office of the Comptroller prior to finalizing the agreement.
- (3) The Chief, Transactions and Records Branch, will advise the Operating Official or Head of the Career Service that his request for a detail has been approved or inform him of any difficulties encountered in negotiating for the detail.
- (4) Prior to finalizing the agreement to obtain a detail, the Chief, Transactions and Records Branch, will arrange for the required medical and security processing of the detail.

b. Details Out

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(1) Requests from Operating Officials or Heads of Career Services to effect a Detail Out shall be initially routed to the Chief, Transactions and Records Branch. This request should be in the form of a completed Form 1152, accomplished as provided in HMB and accompanied by a memorandum of explanation.
- (2) Chief, Transactions and Records Branch, will coordinate these requests with the Chief, Placement Division, before negotiating an agreement with the Federal agency concerned. He will advise the requester of final approval or of any difficulties which may develop during the negotiation.

c. Terminations or Extensions of Details

ILLEGIB The [REDACTED] Chief, Transactions and Records Branch, will coordinate the termination or extension of existing agreements on Details In or Details Out upon advice from the appropriate Operating Official or Head of Career Service.

4. COVERT DETAILS

The processing of covert details procured for covert activities will be coordinated by the Case Officer with the Central Cover Staff, DD/P, as well as Chief, CSPD, and accomplished in accordance with their instructions. Arrangements and reimbursements concerning these covert details will be restricted within the Agency and the parent establishment and handled in a secure manner.

EMMETT D. ECHOLS  
Director of Personnel